

Status: Active Policy
Effective Date: July 1, 2006 through June 30, 2008
Revised Date: N/A
Approved By: J. Stephen Fletcher, CIO
Authority: UCA §63F-1-103

8.1 PURPOSE

To establish a policy to compensate employees in the Department of Technology Services (DTS) who work non-standard shifts.

8.1.1 Background

There are areas within DTS which require 24-hour coverage by employees. This policy provides for a premium in pay to employees who are required to work swing and graveyard shifts to provide the necessary coverage.

8.1.2 Scope

This policy applies to employees in DTS who work non-standard shifts.

8.1.3 Exceptions

None.

8.2 DEFINITIONS

Shift differential

A pay additive provided to employees who are in positions determined eligible for shift differential working non-standard shifts. It is a specific dollar amount provided to employees in addition to their base rate of pay and is not considered a permanent pay increase.

8.3 POLICY

Employees in positions assigned to swing or graveyard shifts shall receive a shift differential for all hours in the shift based on the following:

Shift	Shift Hours	Shift Differential
Day Shift Weekends	7:00 a.m.–3:30 p.m.	\$.30 per hour
Swing Shift Weekdays	3:00 p.m.–11:30 p.m.	\$.30 per hour
Swing Shift Weekends*	3:00 p.m.–11:30 p.m.	\$.60 per hour
Graveyard Shift Weekdays	11:00 p.m.– 7:30 a.m.	\$.60 per hour
Graveyard Shift Weekends*	11:00 p.m.–7:30 a.m.	\$.90 per hour

**The weekend is defined as 7:00 a.m. Saturday morning to 7:00 a.m. Monday morning.*

All other shifts will be classified to the highest compensated shift where the majority of the shift hours fall. Shift hours that are evenly divided between two defined shifts shall receive the highest rate of the two shifts.

8.4 PROCEDURES

8.4.1 DTS management will assign specific positions to perform shift work.

8.4.2 Employees must select the appropriate shift code in the time entry system that corresponds to the shift differential earned:

Shift 1 @ \$.30—Swing Weekday Shift

Shift 2 @ \$.60—Swing Weekend Shift or Graveyard Weekday Shift

Shift 3 @ \$.90—Graveyard Weekend Shift

8.4.3 Supervisors must verify the accuracy of the shift code selected and sign off in the time entry system.

DOCUMENT HISTORY

Originator: Larene Wyss, DTS HR
Next Review: May 15, 2008
Reviewed Date: June 14, 2006
Reviewed By: Larene Wyss, DTS HR